

EQUIPMENT OUTAGE

INSTRUCTIONS (All times reference universal time)

1. Equipment and Type of Outage.
2. Date/Time Outage Occurred.
3. Job Number Received From RSA and Initials of the RSA Person When Logging Equipment In and Out.
4. Mission Impact. Significant(s) = No Back Up, Minimal = Suitable Back Up Exists.
5. RSA Arrived Time, Used to Monitor Response Times.
6. Date/Time Service Was Restored.
7. Total Outage Time; Enter in Hours and Minutes the Difference Between 2 and 6.
8. Remarks. Be Specific, Remember, This is your Record of Events for Each Outage.
9. Initials of the Person Reporting the Outage Both In and Out.

1	2	3	4	5	6		7	8	9
Equipment and the Type of Outage	Date/Time Outage Occurred	Job Number and the RSA's Initials	Mission Impact (S or M)	Date/Time RSA Arrived	Date/Time Service Restored		Total Outage	Remarks	NIT
	/			/	/		Hr Min		/
	/			/	/		Hr Min		/
	/			/	/		Hr Min		/
	/			/	/		Hr Min		/
	/			/	/		Hr Min		/
	/			/	/		Hr Mi		/
	/			/	/		Hr Min		/
	/			/	/		Hr Min		/
	/			/	/		Hr Min		/
	/			/	/		Hr Min		/